

## **FY11 NFA SPONSORED ON-CAMPUS 2-DAY PROGRAM INFORMATION**

**These policies will be followed during the Indiana NFA Weekend Trip**

### **Dress Code:**

It is each student's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both climate differences and classroom activities. The staff at the National Fire Academy (NFA) has the authority to make a determination that a student's attire may be inappropriate. Students wearing attire that is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

**Males: Shirts with collars (no T-Shirts, shorts, or sweatshirts), slacks, nice jeans, including departmental uniforms, shoes, and socks.**

**Females: Shirts with collars, (no T-Shirts, shorts, or sweatshirts), blouses with slacks or nice jeans, skirts, including departmental uniforms, and shoes.**

### **Professional Conduct:**

Problems occasionally arise on the National Emergency Training Center (NETC) campus while students are in residence as part of the NFA Sponsored On-Campus 2-Day Program. In every instance, this behavior is limited to a small group of students; however, the acts of a few reflect negatively on the specific State fire training program and the national fire service community as a whole.

Each individual has the personal responsibility to exhibit professional conduct while on this campus. The designated representative of the State fire training agency has the responsibility and authority to monitor and, with campus security personnel, to take necessary action to correct the unprofessional conduct.

As a student, your assistance in this matter is appreciated. Should you encounter difficulties or disruptions, you are encouraged to notify the Campus Security Office (Building V) by dialing "911" or "O" on any campus phone.

Campus security has the authority to request the name(s) of any individuals or students who may be disruptive or discourteous. It is expected that an individual's name will be provided if requested. The security officer then will inform the State representative of the circumstances surrounding the incident.

In instances of alleged misconduct, the State representative and a USFA staff member will be responsible for determining all the facts related to the incident. Decisions regarding dismissal of the student will be made at the conclusion of the review. The final authority for dismissal rests with the senior USFA official on campus at the time. However, in instances where misconduct occurs outside class hours, the State representative has the authority to dismiss a student at any time. Student dismissal procedures and notification will follow the guidelines described in the NETC Information Handbook on the desk in your room. Quiet hours in the dormitories begin at 11 p.m. Those that violate the campus quiet hours policy are subject to dismissal from campus as outlined in the conduct policy.

With regard to the NFA Sponsored On-Campus 2-Day Program social, the State representative will abide by Maryland law concerning the service and consumption of alcohol. Persons under the age of 21 will not be served under any circumstances. Alcoholic beverages are not permitted in the dormitories at any time.

### **Messages:**

The incoming campus telephone number is 301-447-1048 for messages. This number is operational 24 hours a day.

**Recreation:**

The campus has several areas available for student recreation:

- A Recreation Association card must be purchased by each student.
- Student Center with wide-screen color television, and card, billiard, and ping-pong tables.

Command Post Pub, located in the Student Center (Building B) serving snacks, beer, and wine. The Pub is open Friday and Saturday from 4 p.m. to midnight.

- Athletic facilities (Building H) with exercise room and swimming pool.
- Athletic equipment is available for checkout in Building H. This includes tennis, softball, golf, basketball, and volleyball equipment.

**Housing:**

Rooms are assigned randomly once you are accepted into a course. Because of the random assignment of rooms, you may/may not be lodged in the same building as your classmates. Every effort is made to ensure that you have a single room. However, if the student count is high, you may be doubled with another student. **Please do not call to request a single room.**

**Relatives and friends of NETC students cannot stay on campus. Campus accommodations are for NETC students only.**

**Smoking Policy:**

All buildings on campus are smoke-free.

**Late Cancellations and No Shows:**

In an effort to admit the greatest possible number of students, the following policy to manage the persistent problem of late cancellations and no-show students was developed. If a student is unable to attend a course, he/she must notify the State Coordinator or the NFA Sponsored On-Campus 2-Day Program Manager **30 days before the course start date**, except in cases of emergency cancellation. A student who cancels within 30 days of the course start date will be restricted from attendance. To remove the restriction, the student's supervisor must send a letter explaining the cancellation. A student who does not cancel attendance in writing will be denied admission for the next 24 months.

**Personal Needs:**

A convenience store is located on campus in the basement of Building D. It is open until 11 p.m. on Friday and Saturday nights and all day on Sunday.

**Policy Changes for NFA Sponsored On- Campus 2-Days:**

With security being a concern today, it has become necessary to have complete and accurate rosters for the NFA Sponsored On-Campus 2-Day Program. Therefore, it is important for the State Coordinators to verify all cancellations and substitutions and make the necessary changes to the rosters. No additional applications will be accepted after the original application package is received in our Admissions Office. The only applications being accepted after submission of the original application package will be substitute applications.

**NOTE: NO WEAPONS ARE ALLOWED ON CAMPUS. ALCOHOL WILL BE AVAILABLE IN THE PUB AREA, AND, IF REQUESTED BY THE STATE, AT THE LOG CABIN. NO OTHER ALCOHOL WILL BE ALLOWED ON CAMPUS.**